



Division of Criminal Justice Police Training Commission

AGENCY TRAINING

for CAMPUS POLICE OFFICERS

Section 4

July 1, 2002



**New Jersey Department of Law & Public Safety
Division of Criminal Justice**

AGENCY TRAINING FOR CAMPUS POLICE OFFICERS

The Basic Course for Police Officers is based on performance objectives. These performance objectives are statements describing the tasks that an officer is expected to perform at the conclusion of training. They constitute the minimum requirements of the Basic Course for Police Officers.

Many differences in size, location, and type of workload exist among the various county and municipal law enforcement agencies. They have different policies, reporting systems, equipment, and procedures. They operate under various administrative and organizational structures. To govern the actions of agency personnel, agencies adopt rules and regulations that address their particular needs and concerns. This variety dictates that an agency must train its own personnel regarding agency forms, tasks, policies, and procedures. Many agencies already provide such training, formally or informally.

The commission has mandated that Colleges and Universities need to conduct individual agency training on a formal basis. As a result, the segment of the Basic Course for Police Officers that deals with agency training will be presented by department personnel at the agency. The agency training component for campus police officers consists of the existing 71 performance objectives contained in Section Two of this manual and required of municipal and county police officers supplemented by an additional 7 performance objectives designed to meet the specialized roles and responsibilities of Campus Police officers. These additional performance objectives comprise the Functional Area 15.0

The information that follows will assist your personnel in fulfilling the department's agency training requirements.

Instructional Unit 15.1

Agency Training for Campus Police Officers

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UNIT GOAL

The trainees will understand the various primary responsibilities and authority of the employing agency as well as their own power and authority. They will understand the various procedures and policies of the employing agency.

UNIT DESCRIPTION

This unit includes a familiarization of the power and authority of a campus police officer as well as the agency's responsibility to train and equip their officers. Crime prevention, emergency response procedures, as well as disciplinary procedures for students, as are explained.

PERFORMANCE OBJECTIVES

In addition to the agency training performance objectives required of all participants in the Basic Course for Police officers which are contained in Section two of this manual, Campus Police Officers must also complete the following agency training performance objectives:

- 15.1.1 The trainee will identify the statutory authority and powers of his or her position.
- 15.1.2 The trainee will identify the primary responsibilities and jurisdiction of the employing agency.
- 15.1.3 The trainee will identify the emergency response procedures of the employing agency.
- 15.1.4 The trainee will identify the crime prevention services of the employing agency.
- 15.1.5 The trainee will identify the employing agency's policy for dealing with demonstrations on campus.
- 15.1.6 The trainee will identify the disciplinary system utilized on campus for student violations of rules, regulations, or statutes and will identify remedies available to the employing agency for violations.
- 15.1.7 The trainee will have a working knowledge of agency equipment necessary to the performance of his or her duties.

Performance Objective 15.1.1

The trainee will identify the statutory authority and powers of his or her position.

I. Authority and Powers of Campus Police Officers.

- A. *N.J.S.A. 18A:6-4.2*, Police officers; appointment by governing body of institution of learning.**

Distribute Handout 1.

1. The governing body of any institution of higher education, academy, school or other institution of learning may appoint such persons as the governing body may designate to act as police officers for the institution.

Reference:

L. 1970, c. 211, S 1, eff. Oct. 8, 1970.

B. *N.J.S.A. 18A:6-4.5*, Powers.

1. By statute, campus police officers are authorized to enforce Title 2C and Title 39. The governing body of the institution, however, may impose limitations on the actual duties the campus police officer is allowed to perform. The campus police officer must be informed about relevant agency policies.

Every person so appointed and commissioned shall, while going to and from his place of duty and while in actual performance of his official duties within the State, possess all the powers of police officers and constables in criminal cases and offenses against the law, pursuant to any limitations as may be imposed by the governing body of the institution which appointed and commissioned the person.

2. Subject to written authority from each college, campus police officers have an exemption to carry firearms while going to and from their place of duty, in the course of performing official duties, or in the course of an official investigation within the State. Furthermore, each college could issue regulations or orders authorizing the carrying of batons.

Reference: *N.J.S.A. 2C:39-5e, 2C6c(1), 2C6c; N.J.S.A. 2C39-3e, 2C:39-3g.*

C. *N.J.S.A. 18A6-4.7*, Traffic and parking violations; authority; procedure on issuance of tickets.

1. In connection with traffic and parking violations, police officers appointed pursuant to this act shall, while on duty and within the territorial limits of the municipalities in which the respective institutions are located, and with the concurrence of the Chiefs of Police of such municipalities have the power to enforce the laws regulating traffic and the operation of motor vehicles.
2. Such police officers shall have authority to issue and use traffic tickets and summonses of the type now used by the New Jersey State Police with such changes as are necessitated by reason of this act.
3. Upon the issuance of any traffic or parking ticket or summons, the same procedure shall be followed as now prevails in connection with the use of traffic and parking violation tickets by the municipalities of this State.

Performance Objective 15.1.2

The trainee will identify the primary responsibilities and jurisdiction of the employing agency.

I. Responsibilities.

A. Security.

B. Crime prevention.

C. Traffic.

D. Parking.

E. Other.

Note. Each college will utilize its force in the most efficient manner to meet the needs of the college.

Exercise. Outline specific responsibilities of your agency.

II. Jurisdiction.

A. Geographic boundaries.

B. Coordination with surrounding municipalities.

Note.

Present procedures for coordinating activities with surrounding municipal police departments when required.

Performance Objective 15.1.3

The trainee will identify the emergency response procedures of the employing agency.

I. Emergency Response Procedures.

Note. Identify specific procedures to be followed for various emergency situations.

A. Medical emergency.

B. Fire.

C. Intruder.

D. Motor vehicle accidents.

E. Other.

Performance Objective 15.1.4

The trainee will identify the crime prevention services of the employing agency.

I. Crime Prevention Services.

Note. Identify the crime prevention programs, services and security procedures on campus, and the responsibility of the campus police officer for each.

A. Programs and Services.

1. Physical plant security (lock, door checks, windows, lighting, alarms, etc.).
2. Vehicle patrol.
3. Foot patrol.
4. Vehicle or bicycle registration.
5. Vehicle theft prevention information.
6. Student and faculty identification cards.
7. Escort services.
8. Property identification programs.
9. Personal safety lectures for students and staff.
10. Coordination of student patrols.
11. Security survey of physical plant.

Performance Objective 15.1.5

The trainee will identify the employing agency's policy for dealing with demonstrations on campus.

I. Campus Demonstrations.

Note. Identify policies for handling various demonstrations and strikes.
Familiarize students with relevant Special Orders.

A. Authorized demonstrations.

B. Unauthorized demonstrations.

C. Security requirements.

D. Non-student and/or non-faculty demonstrations.

Performance Objective 15.1.6

The trainee will identify the disciplinary system utilized on camps for student violations of rules, regulations, or statutes and will identify remedies available to the employing agency for violations.

I. Disciplinary Systems, College Rules, Regulations.

Note. In addition to the penalties incurred for violations of Title 2C or Title 39, students may be subject to in-house penalties as severe as expulsion for certain infractions.

These penalties also apply for certain incidents where there is no violation of a state or municipal statute or ordinance.

A. Citations.

B. Incident reports.

C. Reporting procedures.

D. Faculty review.

E. Student courts.

F. Appeals.

II. Penalties:

Note. The regulatory body or individual on campus authorized to invoke these penalties should be identified as well as the structure of this disciplinary system.

A. Fines.

B. Suspensions.

C. Expulsion.

Performance Objective 15.1.7

The trainee will have a working knowledge of agency equipment necessary to the performance of his or her duties.

I. Equipment.

Hands-on training should take place on all equipment that the trainee will be required to use as well as instruction in the equipment's capabilities.

A. Radios.**B. Vehicles.****C. Computers.****D. Others.**

HANDOUTS

HANDOUT 1

NJPO 15.1.1

CAMPUS POLICE

18A:6-4.2 Policemen; appointment by governing body of institution of learning

The governing body of any institution higher education, academy school or other institution of learning may appoint such persons as the governing body may designate to act as policemen for the institution.

18A:6-4.3 Application by policeman; approval; issuance of commission

All applications shall, in the first instance, be made to the chief of police of the municipality in which the institution is located, except that where the municipality does not have an organized full time police department or where the institution is located within more than one municipality, application shall be made to the Superintendent of State Police. The chief of police or the superintendent, as the case may be, shall investigate and determine the character, competency, integrity and fitness of the person or persons designated in the application. If the application is approved by the chief of police or the superintendent, the approved application shall be returned to the institution which shall issue a commission to the person appointed, a copy of which shall be filed in the office of the superintendent and with the chief of police of the municipality or municipalities in which such institution is located.

18A:6-4.4. Police training course (Campus Police)

Every person so appointed and commissioned shall, within one year of the date of his commission, successfully complete a police training course at a school approved and authorized by the Police Training Commission may, in its discretion, except from the requirements of this section any person who demonstrates to the commission's satisfaction that he has successfully completed a police training course conducted by any Federal, State or other public or private agency, the requirements of which are substantially equivalent to the requirements of that at a school approved by the commission.

18A:6-4.5 Powers

Every person so appointed and commissioned shall, while going to and from his place of duty and while in actual performance of his official duties within the State, possess all the powers of policemen and constables in criminal cases and offenses against the law, pursuant to any limitations as may be imposed by the governing body of the institution which appointed and commissioned the person.

18A:6-4.6. Name plate and shield

Each policeman, when on duty, except when employed as a detective, shall wear in plain view a name plate and a metallic shield or device with the word "police" and the name or style of the institution for which he is appointed inscribed thereon.

18A:6-4.7. Traffic and parking violations; authority; procedure on issuance of tickets

In connection with traffic and parking violations, and (sic) policemen appointed pursuant to this act shall, while on duty and within the territorial limits of the municipalities in which the respective institutions are located, and with the concurrence of the chiefs of police of such municipalities have the power to enforce the laws regulating traffic and the operation of motor vehicles. Such policemen shall have authority to issue and use traffic tickets and summons of the type now used by the New Jersey State Police with such changes as are necessitated by reason of this act. Upon the issuance of any traffic or parking ticket or summons, the same procedure shall be followed as now prevails in connection with the use of traffic and parking violation tickets by the municipalities of this State.

18A:6-4.8. Application of concealed weapons law

The provisions of *N.J.S.A. 2A:151-41* shall not apply to any policemen appointed pursuant to the provisions of this act.